

# Administration Committee

**2004-12-08 09:30:00.0**

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

*This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.*

For assistance, please contact Kimberly Ward, [kward@mtc.ca.gov](mailto:kward@mtc.ca.gov), (510) 817-5967

*This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.*

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## **Roll Call**

1.

**Action:** Confirm Quorum

## **Closed Session**

*The Committee will meet in closed session pursuant to Government Code Section 54956.8*

2. *to meet with its negotiator Teri Green regarding negotiations over the potential purchase by MTC of the second floor of the Metro Center owned by BART.*

**Action:** Information

## **Open Session**

3.

**Action:** Action

**Minutes ? Meeting of November 10, 2004\***

4. **Action:** Committee Approval

- [4\\_A&O\\_minutes\\_November\\_04.doc](#)

## **Monthly Financial Statements\***

**Presented by:** E. Sun

5.

**Action:** Receipt

- [5\\_Financials.Sun.XLS](#)

6. **Investment Reports for October 2004\***

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**Presented by:** B. Mayhew

**Action:** Receipt

- [6 MTC Investment report - mayhew.doc](#)

*The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.*

**7. Consent:**

**MTC Resolution No. 3661 and FY 2004-05 Disadvantaged Business Enterprise Program Overall Goal and Goal Methodology Final Report\***

**Presented by:** T. Green

- a)
- [7a Attachment B Historical DBE Data.Green.xls](#)
  - [7a Resolution 3661 DBE Goals Green.doc](#)
  - [7a RES 3661.doc](#)

**MTC Resolution No. 3241 Revised, Reauthorization of MTC Investment Debt Policy**

- b) **Presented by:** S. Woo

- [7b Resolution 3241 revised Mayhew.doc](#)

**8. Contracts:**

**Contract ? MTC Agency Strategic Plan: TBD\* (\$150,000)**

**Presented by:** A. Flemer

- a) **Action:** Committee Approval

- [8a MTC Strategic Plan Bauer.doc](#)

**Change Order ? TransLink® Change Order #55 Handheld Card Reader 3: Motorola/ERG\* (\$538,750)**

- b) **Presented by:** J. Cheng

**Action:** Committee Approval

- [8b TL Change Order Cheng.doc](#)

**9. Results of Performance Audit of MTC**

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**Presented by:** A. Eliot

**Action:** Information

- [9 PrfAud MTC.doc](#)

**Business Meeting Expenses**

**10. Presented by:** S. Heminger

**Action:** Committee Approval

**11. Other Business/Public Comment**

**12. Adjournment/Next Meeting**

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### **Next meeting**

2005-01-12 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

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\* Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

\*\* All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

\*\*\* The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+ Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee

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quorum.

**Public Comment:** The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

**Record of Meeting:** MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

**Sign Language Interpreter or Reader:** If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call 510/464-7787.

**Transit Access to the MetroCenter:** BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont or Montclair; #59A from Montclair; #62 from East or West Oakland; #35X from Alameda; #36X from Hayward.

**Parking at the MetroCenter:** Metered parking is available on the street. No public parking is provided at the MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.